

ACCOUNTING SPECIALIST

NOTE: *The eligible list created from this examination may be used to fill similar positions.*

PURPOSE: Under general supervision, the Accounting Specialist performs a range of complex professional accounting duties in support of the mission of the MPS Office of Finance and Operations of insuring the financial stability and efficient operations of the district in the areas of accounting and budgeting.

ESSENTIAL FUNCTIONS:

Accounting and Reporting:

- Performs various general accounting tasks, including general ledger accounting, categorical accounting, cost accounting, accounts payable, cash management, contract administration and compliance, school accounting, and special projects in accordance with accounting industry standards.
- Stays abreast of accounting pronouncements, practices, and trends. Maintains an in-depth familiarity of Generally Accepted Accounting Principles (GAAP) to effectively communicate with peers, supervisors, senior management, internal and external auditors, and other financial staff. Applies GAAP in the performance of assigned responsibilities.
- Identifies technical accounting issues, researches accounting reference materials, identifies alternative accounting treatments, and recommends specific GAAP to be applied, with full documentation for management review and audit processes.
- Performs GAAP basis financial reporting and regulatory financial reporting: provides footnotes and required disclosures, performs account analysis, documents work papers, and interacts with auditors.
- Adheres to district accounting policy with an emphasis on maintaining the integrity of accounting records and reports. Monitors expenditures against current annual budget, including analyzing accounts to ensure proper recording. Prepares revenue estimates and expenditure projections.

Accounting Supervision and Oversight:

- Assumes supervisory responsibility for assigned general accounting functions, projects, and processes. Supervises assigned staff; identifies the work, control objectives, and procedures to be performed; and sets and monitors deadlines.
- Reviews and evaluates final work product, trains staff, and evaluates performance. Reviews procedures for appropriateness, monitors workflow, and identifies opportunities to streamline or automate processes.
- Assumes ownership of financial controls in assigned areas and monitors controls for effectiveness and improvement; alerts management as appropriate, evaluates areas for new financial controls that may be necessary, and fully documents all controls.
- Reviews unusual transactions for appropriateness and makes proper notations. Evaluates transactions for patterns or changes in operating conditions and follows up with necessary changes to internal controls and procedures.
- Proactively informs management of material operational and financial matters or changes related to budgets, estimates, fiscal studies, actual expenditures, revenue and expenditure forecasts, pro forma statements, processes, policies, and procedures.

Financial Information Systems Implementation:

- Assumes system administration responsibilities for assigned financial systems and sub-systems. Maintains a thorough knowledge of financial systems technology to participate in the planning, design, and implementation of the Department's financial information systems. Interacts with the Department of Technology and vendors to facilitate the maintenance, improvement, and implementation of existing or planned financial systems.
- Populates tables, maintains charts of accounts, creates reports, designs computer screens, and performs queries and other functions to properly maintain financial systems in a mainframe, client/server, and microcomputer environment.

Other:

- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in accounting from an accredited college or university.
2. Two years of progressively responsible professional experience in a position involving government accounting, budgeting, or auditing.
3. CPA certification.
4. Residency in the City of Milwaukee within one year of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- A Master's Degree in accounting, finance, or a related field.
- Previous public sector experience.

Accounting Specialist (MPS)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of contemporary accounting theory, principles, and practices.
- Knowledge of public policy principles and practices.
- Knowledge of financial information systems.
- Research skills, including the ability to analyze complex issues and formulate recommendations.
- Judgment and decision-making skills.
- Ability to work independently.
- Honesty, integrity, and the ability to maintain confidentiality in all matters.
- Oral communication skills, including the ability to explain financial concepts and procedures to non-accountants.
- Ability to write clear and concise business letters, memos, reports, and other documents.
- Ability to interact effectively with staff, administration, auditors, vendors, other agencies, and the public.
- Ability to effectively supervise and provide direction to staff.
- Organizational skills and the ability to produce quality work products while effectively managing multiple priorities and working within tight time constraints.
- Advanced proficiency with spreadsheets and databases and the ability to create interfaces, perform downloads, and build tables using financial information systems.
- Attention to detail.

CURRENT PAY RANGE IS: \$56,461-\$81,905 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training & experience evaluation, written or oral tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to an oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 21, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/der or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.